

MINUTE For Pre-Proposal Conference
Refugee Interpreter Services RFG
8/28/06
1385 BLDG @ 1 PM TO 3 PM

INTRODUCTIONS & GENERAL INFORMATION – GILLIAN JOHNS-YOUNG

Brand new RFG Proposal – We are going to issue 7 grants for \$5000 each. If we receive only 3 proposals, we will adjust the funds. We only have \$35,000 to give out.

By going onto the website, <http://jobs.utah.gov/edo/information> you will have updated information and the minutes will also be there for your access.

If you go to the second page, grant application. Please fill it out thoroughly. There are no problems if you are a company or sole proprietor.

If you are a sole proprietor you can apply for this grant. If you are a sole proprietor with more than 10 employees, we ask that you don't apply.

The Grant will be from 10/15/06 – 9/6/07, with no renewals. There will be an evaluation at the end of the grant to determine if the Department may decide this to be an on going grant or do something different.

Your grant money will be moderated by OMB A122 see Attachment H.

If you have any questions, please submit them via email to gjyoung@utah.gov. If your questions are integral or relevant to the RFG, they will be posted on the web as an addendum to the RFG. The web site address is crucial to the receiving information from the RFG, <http://jobs.utah.gov/edo/information>.

We have a timeline. The submission deadline is by the end of business day 9/14 (5:00 p.m.). **You can email to gjyoung@utah.gov or fax the application (801) 526-9698 or you can had deliver the application to Gillian at the Administration North, Department of Workforces Services, 140 E 300 S, Salt Lake City, UT**

We have some attachments that are important. You will be dealing with school, medical etc information of the student. We want to insure that you don't talk about any translations of any refugee. This is critical. The other issue is the Code of Conduct. You have to read Attach B & C. If you are going to have files, they must be secured. No one other than you should have access to the files.

When you do the proposal, you need to supply an executive summary of how many refugees you are going to service. 2 pages at the very most will work. Projected strategies on recruiting etc will help us evaluate your program. How are you going to implement your program? Make sure you let us know how you are going to set aside

your accounting. Case management files. These could be monitored at sometime during the active period of the contract.

Your budget, Attachment D, must be returned to us.

Make sure you sign Attachment's B, C, and D and sent them back to us.

The Goals and Objectives, Project Strategy, Implementation plan, program evaluation, program management structure should tell the department of your strategy to provide the interpretive services directly to the refugee population.

The proposal should answer all the questions detailed in Attachment F. Attachment. F is very important. This attachment is a guideline of how you should respond in your proposal.

Please read the whole document.

GENERAL FINANCIAL INFORMATION – SCOTT ANDERSON

The Department has waived the finance requirements in the RFG detailing the indirect costs requirements.

As far as preparing your budget, come up with a cost per service or per hour and show how you came up with this number in a budget narrative will be fine. No more than 10% of the costs can be for the administration of the total grant.

This grant will be provided to the grantee in one lump sum. You will need to do monthly invoicing and accounting to keep tracked of the expenditures.

The Attachment H goes in to details about the circulars and costs that are allowable or disallowable. If you have an accountant, I would talk to them about it.

Make sure that you don't purchase gifts out of these funds. The requirements are the same for this grant are also applied in larger grants.

If you are doing medical interpretation, that you have medical interpretation certification. The Health Department will be offering a class for this certification.

The only thing that you need to be careful of is there sufficient services provided to cover the costs.

PROGRAM INFORMATION – HELEN THATCHER

Translation and interpreter services were being supplied and no one was getting paid for the services. This is why this grant was put together. This is why we decided to keep this as simple as possible for those who are not getting reimbursed by another program.

This is our first attempt to get money to those who don't normally compete for grants. You have to be accountable that the client is a refugee and you follow your own rules. About providing a very needed service to those refugees that need the help. The costs could be higher if we don't get 7 grantees. We are not spending more than \$35,000. The program is quite simple. Your accountability is when you server, how you serve, etc. You need to keep the records for 3 years.

Any of the information that the interpreter gets is very confidential. It doesn't matter what is about. When we had the odd idea to monitor the grant, your chances are you will have nothing else to do you will get a desk audited.

Attachment A, will assist you in verification of eligibility. You will have to provide reports to the department quarterly on the translations you are providing. Ensure you dates are consistent, detail how long, date of service. You will have to maintaining your records.

When we money from the grant will be given to you after you attend the vendor orientation. The Department will file a 1099 so you will be required to file taxes on this money. But the Department will train you on what is required to doing business with the state.

All information will be given to you up front. And what is expected of you. Transcription services are not just for medical, educational. They are for other services like opening a bank account, etc...

QUESTIONS AND ANSWERS –

Question: If it was an independent contractor, sole proprietor where would they put their administration costs?

Answer: They may not have any administrative costs. But if they hire anyone to do job directly related to interpretation, then they would have administration costs e.g. Accountant.

Questions: What about postage, computer?

Answer: These would be direct costs. Follow the definition of the Administration Costs on the financial papers.

Question: Is this not for medical issues?

Answer: There are some refugees that require translation services who are not on Medicaid, those are the refugees that may receive services through this grant.

Question: In the case of a sole proprietor, do we even bother putting in the costs of the insurance for an automobile etc?

Answer: You must separate specifically those cost from you personal cost; it may be a very trick issue. Most of those costs should be for personal services.

Question: Since you will be accepting by email and fax, will you be making the copies?

Answer: Yes.

Question: How are we going to do the signatures?

Answer: The signatures for the proposal can be done via email. If you can scan that would be the very best, you can scan your signature and send it as a PDF file.

Question: Do we need to have case files?

Answer: Yes, you need to keep a file of services.

WRAP UP

All of the items that you need to in the proposal:

Application content:

Cover sheet

Attachment B Code of Conduct

Attachment C Disclosure of Information

Proposal of how you will do the services

Attach D Budget

We will allow faxes and emails of your proposals. Everything is date and time specific.

We may have an oral presentation so that you can clarify something in your proposal for the evaluation committee. This may not be necessary and is not a requirement.

The grant notification will be by 10/1. Funds should be sent to you after orientation when you get your vendor information.

This is government money, which we all pay through taxes and the department has to be very diligent spending it and you will have to be as diligent as we are.